How to Sign Up to Be a Reviewer
How to Review Assignments

Tutorial for ICA's Paper Management Website with ScholarOne Abstracts

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USE GET HELP NOW & FAQS
This guide has been specifically created for ICA’s ScholarOne Abstracts paper management website.

USING THIS DOCUMENT
The instructions are split into two groups: (1) signing up to review (2) using the Review Center.

HOW TO SIGN UP TO REVIEW
If you do not have a ScholarOne Abstracts profile in ICA’s paper management website, you will need to create one. On the homepage click on "Create an Account," and follow the steps to fill out the form. You will want to do all of this prior to the review period commencing, so that your Planner can find you easily to make assignments.

Click to watch a short clip on how to sign up as a reviewer.

If you already have a profile from previous years, then log into the paper management website by going directly here. Once you are logged in (for the first time in this new conference year), the website should prompt you to edit your profile in the “Profile & Reviewer Sign-Up” tab.

● You should specify at least one area of expertise within a Division/Interest Group.
● Please declare your interest in being a reviewer. If you have submitted an individual submission, you are expected to review at least one submission.
● Don’t forget to select your “Student Designation,” with a Yes or a No.
If you are not immediately taken to update your profile, please click on the Profile & Reviewer Sign-Up tab, you will be taken to the Modify Your Account > Profile & Reviewer Sign-Up page. Scroll down to the Professional Information section. There are two questions that need to be filled out in order to sign up to review.

FIRST QUESTION:

* Select Yes if you are willing to be a reviewer. If you submitted an individual submission, you are expected to review at least one submission based on the keywords picked below.

- Yes  
- No

If you submitted an individual submission, you are expected to review at least one submission.

SECOND QUESTION:

* Please select the Division or Interest Group(s) you’d like to review for and the corresponding keyword (e.g. selection 1: Visual Communication Studies Division: Advertising, selection 2: Visual Communication Studies Division: Advocacy, selection 3: Visual Communication Studies Division: Animation).

In the section above, it is important to select both the Division or Interest group you are volunteering to review for along with the corresponding keyword/research area. You can review for up to two different Division/Interest Groups. Within the Div/IG you can put up to three research areas within your expertise for reviewing.

- We are restricted to the limited keyword window, and so please reference the keywords of your Div/IG at the bottom of their CFPs.

Unit planners will utilize this section to assign reviewers to individual submissions to review.
OVERVIEW OF THE REVIEW CENTER
The ScholarOne Abstracts Review Center facilitates the management and completion of abstract review. Reviewer’s access abstracts and can enter scoring information online or offline.

Accessing the Review Center
Log into ScholarOne Abstracts through your normal login process, or directly here. Click the Review tab. Select ICA Review Center in the dropdown menu.

Review Role
The Review role is used by those with submission assignments to review.

The Abstract Reviews page displays any submission reviews assigned to you as a reviewer. From this page, you may access the submission(s) for review, enter a review score, and make recommendations. You can also export your list of abstracts for review, enter scores and recommendations offline, and then import your completed scoring. A completed review is indicated by a green checkmark at the left of the score sheet Control ID.

On this page you can toggle between Abstracts and/or Sessions Proposals to review.

Review the Submission
Before you begin reviewing, please reference our Reviewer Guide for some helpful information.
To review a submission, click the associated **Control ID** number to view a proof of the submission. **Please ensure that your pop-up blocker is turned off to view the submission proofs.**

**Pro Tip:** Hover over the title in the grid to see the full title and details in a pop-up window.

You can leave Comments for the Author and Confidential Comments to the committee in the proof as well. Please make sure to click **Save**.

The **View/Edit** option allows you to view the comments you entered and if needed, you can edit your comments.
When ready, enter scores for a submission by clicking in a scoring column and choosing a value from the dropdown; all information is saved automatically after it is entered. When your review is completed, a green check mark will appear to the left of the submission.

CHANGING YOUR VIEW
You can customize your view to display the information sorted as you specify. You can also filter the display to limit the submissions listed.

SORTING
To sort by a column, you can simply click on the column header. An arrow appears indicating that the display is sorted by this column in ascending order. Click again to change from ascending to descending order.

Alternatively, you may place your mouse over any column header and click the down-arrow to display a list of sorting and configuration options. To sort by the selected column, choose either Sort Ascending or Sort Descending.
To sort by multiple columns, select **Configure Sort** from the dropdown list on the column header. Click the **Add** button to select a column then select ascending or descending order. Repeat for each column you want to sort by. You may re-order the sort options by selecting a sort and clicking the Up and Down buttons. Click the **Apply** button.

![Sort Configuration](image1.png)

**DISPLAY OR HIDE COLUMNS**
Place your mouse over any column header and select the down arrow. Select the **Columns** item to view a list of available columns. Place a check next to any column you wish to display. Uncheck any column you wish to hide.

![Column Visibility](image2.png)
REORDER COLUMNS
You may reorder the columns in your view by dragging and dropping the column header. Click the column header of the column you want to move and then drag it to where you want it to display. You will see blue arrows indicating the location it will display. In the example below, the **Category** column is being moved to the right of the **Title** column.

![Example of reordering columns](image)

VIEWING THE FULL SCREEN
To view the displayed data in a full screen mode, click green arrow icon.

![Full screen icon](image)

To return to the standard view, click the **Close window and return** button.

![Close window and return button](image)

SCORING
There are several ways to enter scores for your reviews. You may score online by entering the scores directly into the **Abstract Reviews** page. You may also enter scores offline in a spreadsheet and upload the scores. If you go this route, please make sure your columns all match up. Instructions for both methods are below.

**SCORING ONLINE**
Your first step is to view the proof of the submission. Click on the **Control ID** to view the proof.
When your review of the abstract proof is complete, enter a score by clicking in the **Score** column for the abstract. Select a score from the list.

**SCORING OFFLINE**

There are several steps to scoring offline:

1. Click on the **Import/Export** tab at the top left of the grid. Click **Import** on the dropdown.
2. Download the spreadsheet template.
3. Download the **Resources** file. The file indicates acceptable entries in the spreadsheet. This will help you enter the correct scoring information.
4. Enter scores offline in the spreadsheet.
5. Save the file as a .csv file and **Upload** the spreadsheet.
Key Points:

- Be sure to use the expected values in the Score and Recommendation fields. If the system expects a ‘3 Average’ entry and you put a ‘3’ in the score field, the upload will fail. You can use the **Download Resources** option on the **Import** screen to see a list of acceptable entries.
- If you intend to import your scoring data, you must save the file as a .csv (comma delimited) file.
- You can upload scores in batches. (Perform more than one upload).

Resource File Example
Scoring Template Example

![Scoring Template Example Image]

**EXPORT TO EXCEL**

To export your list of reviews, begin by selecting the submissions you want to export by clicking the checkbox for one or more Control IDs. Select the checkbox at the top to select all. If you do not select any checkboxes, all submissions will be included in the export.

![Export to Excel Option Image]

Click the **Import/Export** button and select an export option. **Export to Excel (All Columns)** will export all the columns of data from the Abstract Reviews page, including those currently hidden from view. **Export to Excel (Displayed Columns)** will export only the columns shown on your display.

![Export Options Image]
ENTER SCORES
In the spreadsheet containing the list of reviews, enter a score for each of your reviews and any other scoring information required by your society. When finished, save the file as a .csv (comma delimited) file.

Note: The columns in the Excel spreadsheet may display in a different order or some may not display depending on how you customized your grid.

IMPORT SCORES
You can import your updated spreadsheet by clicking the Import/Export button and choosing the Import option.
Select the **Browse** button and navigate to your saved .csv file. Click **Import** to upload your file.

You will see an Import Report screen indicating if the upload was successful. If successful, the number of records updated is also included for your reference. If the import failed, the report will give a reason for failure.
REVIEWER QUESTIONS

ABSTRACTS/INDIVIDUAL SUBMISSIONS

1. **RELEVANCE TO THE DIVISION OR INTEREST GROUP**
   How relevant is the submission for the Division/Interest Group?
   Min: 1 not relevant at all
   Max: 5 very relevant

2. **THEORETICAL/ PHILOSOPHICAL DEPTH AND SOPHISTICATION**
   How do you evaluate the theoretical contribution of the paper?
   Min: 1 lacking theoretical depth
   Max: 5 important theoretical contribution

3. **CLARITY**
   How clearly does the author present the overall argument?
   Min: 1 not clear at all
   Max: 5 very clear

4. **INNOVATION**
   How innovative is the submission? Does the contribution provide an interesting and critical intervention?
   Min: 1 not significant
   Max: 5 significant

5. **METHODOLOGY**
   How appropriate is the suggested methodological approach?
   Min: 1 not appropriate at all
   Max: 5 very appropriate

6. **OVERALL**
   What is the overall impression of submission?
   Min: 1 Low
   Max: 5 High

SESSION PROPOSALS

1. **RELEVANCE TO THE DIVISION OR INTEREST GROUP**
   How relevant is the proposal for the Division/Interest Group?
   Min: 1 not relevant at all
Max: 5 very relevant

2. THEORETICAL/PHILOSOPHICAL DEPTH AND SOPHISTICATION
How do you evaluate the theoretical contribution of the session?
Min: 1 lacking theoretical depth
Max: 5 important theoretical contribution

3. COHERENCE
How do you evaluate the theoretical contribution of the session?
Min: 1 not clear at all
Max: 5 very clear

4. INNOVATION
How innovative is the contribution? Does this session present an innovative or significant contribution to the field?
Min: 1 not significant
Max: 5 significant

5. METHODOLOGY
How appropriate is the suggested methodological approach?
Min: 1 not appropriate at all
Max: 5 very appropriate

6. OVERALL
What is the overall impression of the session?
Min: 1 Low
Max: 5 High

TIPS/NOTES:
● If you select the Conflict of Interest checkbox you will NOT be able to score the abstract and a Confidential Comment will be required before the review is considered complete.
● If you select the Not Applicable (Wrong Category) checkbox you will not be able to score the Proposal.
● The Recommendation column is required.
● If you select reject for the Recommendation column, then a Confidential Comment AND the Recommendation Code is required. Please click the "view/edit" link to leave your Confidential Comments.
● Comments to Authors are required.
QUESTIONS & HELP

Don’t forget that ScholarOne Abstracts has the Get Help Now resources (refer to page 3 of this guide).

But of course if you have any questions, please feel free to contact the ICA Conference Team (Jennifer Le + Katie Wolfe), at conference@icahdq.org.